

Luers & Dyer CPAs, LLP
2019 Business Tax Organizer
(Please return this form with your tax documents)
PDF fillable copy available at LuersDyerCPAs.com

Name of Business: _____

Person to Contact if we have questions _____

Phone _____ Email _____

Preferred Contact E-mail Phone Best time to call: _____

Entity Type: Sole Proprietor C Corporation S Corporation

Partnership/LLC Tax Exempt Organization

In which format would you like to receive a copy of your completed tax return?

- Electronic copy to client portal Bound paper copy mailed Bound paper copy picked up in Julian office

Submit **one** of the following sources of your financial records:

- QuickBooks Accountants Review** copy. Version used (2017-2020) _____

Accountant's Transfer Password (when emailed through Inuit) _____

User Name: _____ **Password:** _____

- QuickBooks Online - Luers & Dyer has been granted accountant access. Please send all new invitations to rebeccaorjan@luersdyercpa.com**
- Copy of year-end profit and loss statement and balance sheet and supporting schedules** for income and expenses
- I need help with my accounting or I cannot provide one of the above sources of financial information, please contact me**

Please answer the following questions regarding documentation of business deductions:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have written documentation to support any business miles claimed?
(You must have written documentation of business miles driven, such as notations on a calendar or a mileage log, to deduct mileage or vehicle expenses) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have receipts and written documentation for the business purpose associated with business travel, meals and entertainment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are any personal expenses included in your accounting (especially travel and auto expenses)? |

Please refer to our letter regarding 1099 filing requirements and answer the following questions:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you make any payments in 2019 that would require you to file Forms 1099? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If "Yes," did you or will you file all required Forms 1099? |

Other:

- Please indicate whether you need our assistance in preparing any business property tax returns such as form 571L. If yes, please give us a copy of the original tax form sent by the county as soon as possible
- Do we have permission to access your tax payment information from the Franchise Tax Board website if needed? If yes, please complete form 743, sign and return to us.

The IRS requires tax preparers to review sufficient taxpayer records to determine that income and expenses are complete. To accurately prepare your business return, we will need the following additional documents. Please indicate the items that do not apply to your business:

Attached N/A

- List of fixed assets purchased during the tax year including date purchased and description of assets. Include copy of purchase contracts for large equipment, vehicle or real estate purchases. Indicate if assets purchased are new or used
- List of fixed assets sold, destroyed or otherwise disposed of during the tax year including date of disposition, sales price, or insurance reimbursement, if applicable. Include reason for disposition (i.e. sale, obsolescence, etc.) and applicable sales or insurance documentation
- Copies of closing statements and/or promissory notes for loans or real estate transactions initiated during the tax year
- If you had payroll, copies of W3 and W2's (N/A if we prepared forms for you)
- Mileage records including **total** number of miles driven the tax year and the number of **business** miles driven for each business vehicle

Vehicle Make/Model/Year	Date placed in service if new this year	Business Miles 2019	Total Miles in 2019

- Copy of any tax notices from IRS, Franchise Tax Board, or other government agencies received by the company
- List of any distributions made to shareholders, members, or partners during the fiscal year
- For **non-profit** companies, provide a list of officers and board members, including name, title, address and approximate number of hours dedicated to the organization per week

If you would like us to review your accounting and make year-end adjustments, please provide the following additional information:

Attached N/A

- Bank statements and bank reconciliations for 12/31/19 and 1/31/20 (or the last statement in your fiscal year end and one month after)
- Physical inventory (at cost) on the last day of your year-end or as shortly thereafter as possible
- Copy of last credit card statement for business credit cards that include charges through 12/31/19 or your fiscal year end.
- Copy of line of credit or loan statements indicating principal balance at year end and total interest paid during the year
- For accrual based businesses only, documentation of prepaid expenses, such as: insurance documents stating total insurance premium and dates of coverage
- All 2019 sales and/or use tax returns. (N/A if we prepared forms for you)
- Payroll reports for 2019 including W3, W2's, 941's, 940, and DE9 (for CA). (N/A if we prepared forms for you) Include reports for all quarters in your fiscal year.
What payroll system do you use? (i.e. QuickBooks, Paychex, ADP, etc.) _____
- Copies of 1099's or 1098's **received** by your company for the tax year. Please include any 1099-Ks reporting credit, debit and other electronic merchant payments received
- Barter transaction details